



# EDNET Course Scheduling Timeline For High School Courses Fall 2002



**Utah Education Network**

[www.uen.org](http://www.uen.org)

## First Round Timeline for 2003-2004 classes

<b>Advance Notice Phase</b>	<b>September</b>	USOE distributes a list of courses currently scheduled for the 2002-2003 school-year (see Excel document) to public education contacts as a reference to help them determine what courses they may want to offer during the 2003-2004 school-year.
<b>Course Identification Phase</b>	<b>September 27</b>	<b>Public education institutions identify courses that students need at your institution</b> that are not offered by or available from any institution at this time. Send this information to George Miller (see contact information below).
	<b>November 1</b>	<p><b>First round deadline for public education to submit course syllabi of all new high school courses</b> to USOE for review. If at all possible, email the course syllabus to George Miller; otherwise, fax it (see contact information below).</p> <p><b>Public education can begin submitting course proposals</b> for the 2003-2004 school-year through UEN's online scheduling system - <b>online form will be available on November 1st</b>. If there are no changes to the content of the course (i.e., course syllabus) and an online proposal and electronic signature has been submitted, the course proposal will be advanced to the course scheduling phase; otherwise, it should be treated as a "new" course.</p>
<b>Course Review Phase</b>	<b>November 1 and Ongoing</b>	<b>USOE curriculum specialists review all new course syllabi</b> to determine how the content maps to the core curriculum. If clarification is needed, the specialist will contact the sponsoring institution. Course syllabi for previous distance learning classes need not be submitted <i>unless</i> course content changes have been made or there is a different instructor.
	<b>November 15</b>	<b>First round deadline for public education to submit online course proposals</b> including electronic signature pages.
	<b>November 22</b>	Public Education Subcommittee reviews high school courses. Joint Concurrent Enrollment Subcommittee reviews concurrent enrollment courses.
<b>Scheduling Phase</b>	<b>December 2</b>	USOE/UEN staff update the course status pages according to the subcommittee's review. UEN Schedulers schedule reviewed courses.
<b>Catalog Phase</b>	<b>January 1</b>	First round courses are displayed in the UEN Distance Learning catalogs.

## Second Round Timeline

<b>Course Identification Phase</b>	<b>December 13</b>	<b>Second round deadline for public education to submit course syllabi of all new high school courses</b> to USOE for review.
	<b>December 20</b>	<b>Second round deadline for public education to submit online course proposals</b> including electronic signature pages.
<b>Course Review Phase</b>	<b>January 10</b>	Public Education Subcommittee reviews high school courses. Joint Concurrent Enrollment Subcommittee reviews concurrent enrollment courses.
<b>Scheduling Phase</b>	<b>January 17</b>	USOE/UEN staff update the course status pages according to the subcommittee's review. UEN Schedulers schedule reviewed courses.
<b>Catalog Phase</b>	<b>January 31</b>	Second round courses are displayed in the UEN Distance Learning catalogs.

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**Note:** Additional course proposals will be accepted, reviewed, and scheduled based on remaining available EDNET space after Jan 31<sup>st</sup>.